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## Chapter 4 - Applications

### Applications

#### [Amended Application/Motion](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Amended Application/Motion**

Click **Next**.

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Amended Application/Motion**.

Click **Next**.

**Note: The following question displays:**

*"Which are you filing, a Motion or an Application?"*

**Enter** appropriate answer.

Click **Next**.

**Note: The following question displays:**

*"Are you rescheduling the hearing date?"* **Click** on the radio button for **Yes** or **No**.

**Note:** The following reminder message displays:

***Please terminate the original motion on the next screen.***

**Pending Documents to be terminated displays:**

Place a check mark in the box of the document to be terminated.

Click **Next**.

## **Relate This Filing To The Original Application/Motion displays**

Click **Next**.

Place a check mark in the box of the related event.

Click **Next**.

**Select** the appropriate event(s) to which your event relates:

Click **Next**.

## **Please enter the original hearing date below.**

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

## [Application for Administrative Expenses](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Administrative Expenses**

Click **Next**.

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Administrative Expenses**

Click **Next**.

Edit the docket text if necessary.

***Review final docket text.***

Click **Next**.

[Application to Appoint Creditor's Committee](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Appoint [Creditor](#)'s Committee**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Appoint Creditor's Committee**

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

### [Application for Compensation](#)

Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Compensation**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Compensation**.

Click **Next**.

Click **Next**.

The **Fee Processing screen** will present each party selected on the **Select the Party** screen.

*A party and/or a Filer check box may appear for each party.*

*Check the filer box for the filer of the application.*

*If the party is not currently a party to the case, the Party check box appears below the Professional Type list. If you check this Party box, the name will appear on the Party pick list for this case in future processing.*

**Select** the professional type from the pick list.

**Enter** a date or date range for services performed, if appropriate.

**Enter the amount (s)** in the **Fee and Expense** fields in dollars and cents. Do not enter \$. Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

#### [Application for Entry of Final Decree](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Final Decree**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

**Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.**

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Entry of Final Decree**

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

[Application for Order Waiving Requirement for Business Evaluation](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Waive Requirement**

Click **Next**.

Select the Party. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

**Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.**

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Order Waiving Requirement for Business**

## Evaluation

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

## Application to Compromise Controversy

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Compromise Controversy**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Compromise Controversy**

Click **Next**.

**Enter** with whom:

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

#### [Application for Custody of Claims](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Custody of Claims**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application for Custody of Claims**.

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

#### [Application for Renewal of Judgment](#)

Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motions** hyperlink.

Enter **Case Number**

Click **Next.**

Select **Renewal of Judgment.**

Click **Next.**

Select the **Party.** If not listed, click **Add/Create New Party**

Click **Next.**

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next.**

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next.**

Click **Next.**

*Please associate the Notice of Renewal as attachment and insert **Notice of Renewal to be issued by clerk** within the description box*

Associate the pdf file of the **Application for Renewal of Judgment**

Place a check mark in the box " **Refer to Existing Event**"

Click **Next.**

Select the category to which your event relates.

Click **Next.**

Select the appropriate event (s) to which your event relates:

Place a check mark in the box next to the document, click **Next.**

Edit the docket text if necessary.

Click **Next.**

***Review final docket text.***

Click **Next.**

### [Application to Defer Fee](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Defer Fee**.

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Defer Fee**.

Click **Next**.

Place a check mark in the box "**Refer to Existing Event**"

Select the appropriate event (s) to which your event relates"

Place a check mark in the box next to the document that it relates to.

Click **Next**.

Edit the docket text if necessary.

***Review final docket text.***

Click **Next**.

### [Application to Designate Responsible Individual](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Designate Responsible Individual**

Click **Next**.

Select the **Party**. **If not listed, click Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Designate Responsible Individual**

Click **Next**.

**Enter** Name of Person to Designate

Click **Next**.

Edit the docket text if necessary.

***Review final docket text.***

Click **Next**.

[Application to Employ](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Employ**.

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Employ**.

Click **Next**.

**Enter** Name of Person to be Employed.

**Enter** Type of Position.

Click **Next**.

Edit the docket text if necessary.

***Review final docket text.***

Click **Next**.

[Application to Pay Filing Fees in Installments](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Pay Filing Fee in Installments**

Click **Next**.

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Pay Filing Fee in Installment**

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

[Application to Proceed In Forma Pauperis](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **In Forma Pauperis**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

**Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.**

Associate the pdf file of the **Application to Proceed In Forma Pauperis**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

[Application to Waive Requirement](#)

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Waive Requirement**

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

**Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.**

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Waive Requirement**

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

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